

Emergency Action Plan for the Annex Office Building

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Emergency Action Plan

Annex Office Building
1236 East 6th Avenue
Helena, MT 59601

Purpose

It is the policy of the Secretary of State's Office to provide a safe environment for all employees and visitors. We are committed to establishing an effective Emergency Action Plan (EAP). The operational aspects of the plan are based on an Incident Command System (ICS) that, in part, consists of employees from Units within the Administrative Rules and Management Services Division who respond and/or react to any workplace emergency within their scope of training. It provides for overall command and control of any emergency incident as well as improving communication between the Building Emergency Action Team (B.E.A.T.) and responders. It provides appropriate response actions and assistance during the time it takes for emergency responders to arrive.

The Occupational Safety and Health Administration's EAP requirements, in accordance with 29 CFR 1910.38, require the State of Montana to have a written EAP. This EAP addresses emergencies that may reasonably occur at our facility site. The EAP has been developed through a cooperative effort with the General Services Division (GSD) of the Montana Department of Administration, local and state emergency response agencies, and the Secretary of State's Office.

The EAP communicates to employees the policies and procedures to be followed in emergencies. This written plan is available at the Secretary of State's Office and the Annex Office Building, or upon request to employees, their designated representatives, and any regulatory officials who ask to see it. See the Annex Safety Coordinator or Office Safety Coordinator for assistance in obtaining a copy.

Administrative Duties

Annex Office Building Tenants Building Emergency Action Team (B.E.A.T.), in conjunction with GSD, are responsible for this EAP. This responsibility includes the following:

- Developing, maintaining, and continually updating a written Emergency Action Plan for regular work conditions;
- Conducting drills and exercises to ensure that employees are acquainted with emergency procedures, evacuation routes, and assembly points; and
- Judging the effectiveness of this plan and making necessary changes.

The EAP is to be reviewed with affected employees at the following times:

- Initially when the plan is developed;
- Whenever a new employee is hired;
- Whenever an employee is initially assigned to the B.E.A.T team;

- Whenever an employee's responsibilities under the plan change;
- Whenever layout or design of the facility changes;
- Whenever the EAP is changed;

The Secretary of State's Office has full authority to implement the EAP if they believe that a disaster, emergency, or incident may threaten life, safety, or property. Several potential emergencies might reasonably be expected to occur at this location. Guidelines have been or will be developed to serve as a reference source for all employees. They detail actions to be taken during a disaster, emergency, or incident. The guidelines, found in the appendices to this document are anticipated to contain information on the following subjects:

- Bomb threat **(done)**
- Earthquake **(done)**
- Fire
- Hazardous material or chemical spill
- Lockdown procedure
- Physical assault/fight
- Suspicious mail **(done)**
- Medical/Trauma emergencies
- Shelter in place

Building Emergency Action Team

The team is established to help protect lives and property in the event of any disaster, emergency, or incident. Members of the team provide leadership, order, and calm to any situation. These individuals will provide leadership and assistance during any disaster, emergency, or incident by safe evacuation of the premises, sheltering-in-place, and safe assembly and accountability. The team consists of the following members:

- B.E.A.T. Coordinator
- Sweepers
- Disabled Person Buddies

Common B.E.A.T. Responsibilities

A. Receives assignment from Coordinator

1. Position assignments; e.g., sweeper, disabled assistance buddy.
2. Location of responsibility; e.g., first floor sweeper.

B. Participates in meetings, exercises and drills

1. Under the direction of the B.E.A.T. Coordinator, participates in regular meetings to address concerns or issues of the team, as well as evacuation, assembly, and accountability procedures.
2. Participates in drills or exercises.

C. Response

1. Provides leadership and direction for any disaster, emergency, or incident.
2. Coordinates response actions with other members of the B.E.A.T. team and local responders.

D. Evacuation

1. In response to any evacuation order, acts in an organized fashion to ensure a calm and safe process.
2. Understands all exit routes for the building, designated assembly area, and the need for relocation to another building or safe area.
3. If unable to evacuate due to entrapment, injury, or disability, understands the appropriate actions to be taken.

E. Communication

1. Duty to act on or report information using the B.E.A.T. structure chain-of-command.
2. How and when to call 9-1-1 and General Services Division 3060.

F. Understands the following basic definitions and concepts:

1. Accountability: The process for pinpointing where personnel and visitors are located during any disaster, emergency, or incident.
2. Automated External Defibrillator (AED): A medical device used during cardiac arrest that will analyze a victim's cardiac rhythm, charge to a predetermined energy level, and when prompted by the operator, deliver a shock through adhesive pads placed on the victim's chest.
3. Area of rescue assistance: Designated safe place where people requiring special assistance remain for a temporary period of time to await further instructions during emergency evacuations.
4. Assembly area: Designated area where the evacuees will safely gather and be accounted for in order to assist response agencies. The assembly area must be a safe location where evacuees are away from danger.
5. Communication runner: Any employee evacuating the building that a B.E.A.T. member can designate to communicate vital information to the B.E.A.T. Coordinator or response agency. Example: Buddy is relaying that disabled individuals are located in a stairwell, unable to evacuate.
6. Building Emergency Action Team (B.E.A.T.): A group of employees organized within a building to protect lives and property in the event of a disaster, emergency, or incident, whereby each member demonstrates leadership skills to provide order and calm to the situation; possibly to evacuate, shelter, assemble, and account for the safety and security of the building's occupants.
7. Disaster: The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or artificial cause, including tornadoes, windstorms, snowstorms, wind-

- driven water, high water, floods, wave action, earthquakes, landslides, mudslides, volcanic action, fires, explosions, or air or water contamination requiring emergency action to avert danger or damage, infestations, riots, sabotage, hostile military or paramilitary action, disruption of state services, accidents involving radiation byproducts or other hazardous materials, bioterrorism, or incidents involving weapons of mass destruction. *(10-3-103, MCA)*
8. Emergency: The imminent threat of a disaster causing immediate peril to life or property that timely action can avert or minimize. *(10-3-103, MCA)*
 9. Evacu-Trac: A device designed to provide an easy method of evacuating physically disabled or injured people from multistory buildings. Note: The Annex does not have this device. For the Capitol Building the chairs are located on the 2nd floor past the east side of the Rotunda by room 202 and on the 3rd floor next to the west elevator.
 10. Exit: A protected path of egress for travel between the exit access and exit discharge. Exits include exterior exit doors at ground level, exit enclosures, exit passageways, exterior exit stairs, exterior exit ramps, and horizontal exits. *(IBC 2003)*
 11. Exit Access: That portion of a means of egress system that leads from any occupied portion of a building or structure to an exit. *(IBC 2003)*
 12. Exit Discharge: That portion of a means of egress system between the termination of an exit and a public way; i.e., a public street or parking lot. *(IBC 2003)*
 13. Incident: An event or occurrence, caused by either an individual or by natural phenomena, requiring action by disaster and emergency services personnel to prevent or minimize loss of life or damage to property or natural resources. The term includes the imminent threat of an emergency. *(10-3-103, MCA)*
 14. Incident command system (ICS): The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources and personnel during any disaster, emergency, or incident.
 15. Means of egress: A continuous and unobstructed path of vertical and horizontal egress for travel from any occupied portion of a building or structure to a public way. A means of egress consists of three separate and distinct parts: the exit access, the exit, and the exit discharge. *(IBC 2003)*

Building Emergency Action Team Coordinator

The appointed Building Safety Officer. This position is responsible for the overall management of the B.E.A.T., including the coordination and deployment of the unit during exercises, drills, training, or actual disasters, emergencies, or incidents. This position will report directly to GSD, or other responders if necessary.

Specific Responsibilities:

In addition to the common B.E.A.T. responsibilities (found on pg. 3 & 4), the B.E.A.T. Coordinator is responsible for the following:

Incident duties

1. Identifying the status of employees or visitors (accounted/not accounted for, location, injuries, etc.)
2. Providing incident-specific information; i.e., location of a fire, intruder, bomb, etc., to emergency responders.
3. Ensuring that an evacuation order is fully communicated and implemented and employees assemble in the designated area.
4. Identifying events that led up to the disaster, emergency, or incident.
5. Conducts an after-action review to determine effectiveness of plan, response by the team, or any necessary changes or updates.

Regular duties

6. The coordinator, in conjunction with GSD and others, will ensure that unit members receive appropriate training to adequately perform the duties of any B.E.A.T. position.
7. When a vacancy exists, the coordinator will promptly fill the position and maintain a current roster of members.
8. Ensures the team meets on a regular basis to address any concerns or issues as well as training, procedures, etc.
9. Conducting drills and exercises that may include full-scale tabletop and announced or unannounced drills, including but not limited to fire, earthquake, or bomb threat.
10. Ensures that exits, exit accesses, and exit discharges do not become blocked and remain as unobstructed paths of travel, and coordinates with GSD to resolve these situations.
11. Maintains knowledge of the floor evacuation plan, and ensures employees know their closest available exits.

Sweeper

This position is responsible for a designated area of a floor by checking all spaces to ensure that occupants comply with directives; e.g., evacuation, shelter-in-place, etc. The sweeper assists the B.E.A.T. Coordinator to ensure that employees and visitors follow procedures or receive assistance during a disaster, emergency, or incident. Status information is reported directly to the coordinator.

Specific Responsibilities:

In addition to the common B.E.A.T. responsibilities (found on pg. 3 & 4), the sweeper is responsible for the following:

Duties:

1. The sweeper searches a designated area. The sweeper will communicate directly with the coordinator information pertaining to, but not limited to:
 - a. The status of employees or visitors who are unable to evacuate the building due to being trapped or injured.
 - b. Employees or visitors refusing to evacuate building.
 - c. Information such as the location of a fire, intruder, bomb, etc.
 - d. After sweeping the designated area, the sweeper ensures that all occupants are proceeding to the assembly area.
 - e. Participates in the after-action review after every incident to provide critical information.
 - f. Insures an orderly evacuation, lock-down or shelter-in-place, etc.

Disabled Person Buddy

This position is responsible for assisting the disabled persons with moving to a safe location. This may include a designated area of assistance, the designated assembly area, shelter-in-place or lockdown rooms.

Specific Responsibilities:

In addition to the common B.E.A.T. responsibilities (found on pg. 3 & 4), the buddy is responsible for the following:

1. Assists the disabled or injured, as part of a team of two, for a designated area within the building. This position communicates directly to the coordinator information pertaining to, but not limited to:
 - a. The status of employees or visitors who are unable to evacuate the building due to being trapped or injured.
 - b. Information such as the location of a fire, intruder, bomb, etc.
2. Understand the proper technique for using the evacuation equipment, Example: an evacuation chair, etc.
3. Understands the floor plan and evacuation routes within the building.
4. Works with disabled person through consistent training and communication etc. to ensure an effective evacuation.
5. The buddy(s) and the disabled individual need to be comfortable with the action that will be taken during an emergency or disaster.
6. Assists other team members if there are no disabled or injured individuals in need of assistance.
7. Participates in the after-action review after every incident to provide critical information.

Alarms and Alert Mechanisms

In the event of a disaster, emergency, or incident, employees are alerted by:

- The facility smoke alarm notifies occupants of the need to evacuate;
- Verbal announcement by co-workers or supervisors; or
- Announcement to B.E.A.T. members by GSD or others based on information received from federal, state, or local emergency response agencies. The B.E.A.T. Coordinator may then activate the B.E.A.T. for assistance in alerting employees and visitors.

All occupants will react to any alarm or alert and follow the protocols and directions set forth in this plan.

The facility fire alarm system may be sounded by smoke detection or verbal shouted warning.

The fire alarm system is to be activated only for fire-related emergencies.

Employees having knowledge of a disaster, emergency, or incident affecting the building will alert 911 and GSD (444-3060) and take appropriate measures.

All occupants must familiarize themselves with the fire alarm procedures.

Evacuation Procedures

Some disasters, emergencies, and incidents require evacuation or escape procedures, while some require employees to stay indoors or in a safe area. The policy of the Secretary of State's Office is that all occupants will evacuate the building immediately in the event of activation of the fire alarm system or other means of notification if the system is inoperable during a fire.

For other disasters, emergencies, and incidents, employees may be instructed to take alternative personal protection measures.

They will evacuate using the closest available exit, unless it is blocked or obstructed, then they must use the next available exit, therefore they must familiarize themselves with all exits throughout the building. When employees are away from their assigned work areas, they are to evacuate the building using the same route as the employees in that location. **DO NOT** return to your work area in order to use the exit assigned to that area.

- Important factors to remember are:
 - If anything suspicious is noted, report this information immediately.
 - Do not touch or handle anything suspicious.
 - Walk as fast as possible, but **DO NOT RUN**.
 - **DO NOT** return to your work area to retrieve personal items.
 - Help those who need assistance.
 - If the closest exit is unavailable, use the next nearest exit.

- All persons will proceed as directed by team members.
- When exiting, employees must remain attentive to all traffic including emergency response vehicle when traveling to the assembly area.
- **The primary assembly area will be located south of the building, across 6th Avenue, on the Capitol lawn.**
- Everyone will remain a safe distance away from the building during an evacuation.
- Everyone is to remain at the assembly area until instructed otherwise.

General Fire Safety Concerns

- Use of extension cords in place of permanent wiring is prohibited.
- Use of space heaters, fans, coffee makers, etc., can present potential fire hazards if not used properly.
- Turn off all electrical equipment when leaving for the day.
- Do not accumulate combustibles or store them near heating units, etc.
- Decorations placed in buildings during holidays can present potential fire hazards.

Obstructing Fire Exits and Blocking Open Fire Doors

- Do not place anything in an exit path that could cause someone to not be able to safely leave the building.
- Do not block open any fire and/or smoke barrier doors.

Know the Plan

- Make sure you are familiar with your Building's Emergency Action Plan.
- Know, understand and support the Building's Emergency Action Team.
- When the alarm sounds, leave the building immediately.
- Review the building exit route maps to understand your primary and secondary evacuation routes and assembly areas.
- Support and participate in fire drills.
- Do not leave the assembly area once outside the building until you are instructed to do so. It is very important to that everyone is accounted for.

- If you can't exit a building due to smoke or fire, immediately call 911 and report your precise location. Seal your space by closing all windows and doors. If possible, use towels, clothing, etc. to create a seal around the doors, windows and over the air vents in order to keep smoke from entering.

Shelter-in-Place Procedures

In the event that a shelter-in-place is advised, all occupants will remain in the designated areas until the "all clear" is announced.

The designated shelter-in-place areas for the building are:

- For the west side of building, the IT Managers office.
- For the east side of building, Web Content Manager's office

Accountability Procedures

A process for pinpointing where employees and visitors are located during a disaster, emergency, or incident can be achieved by the following:

- Everyone will report to the designated assembly area. Once at the assembly area, report to your supervisor.
- Supervisors will report the status of employees and visitors to the coordinator. (If supervisors are unable to report the location of all employees or visitors locations, then others are expected to speak up.)
- All team members will report to the designated area for accountability as well as providing information to the floor monitor or coordinator regarding the status of their duties (i.e. their designated areas are swept and/or disabled people are accounted for).
- The Coordinator will be responsible for accounting for all team members.
- The Coordinator will be the main point of contact for any agency requesting the status of employees and visitors.
- If an employee needs assistance once in the designated area, any trained member of the team may provide assistance.
- Report any illness or injury immediately

Safe Relocation Area

The Secretary of State's office, located on the second floor of the Capitol building, west wing, room 260. (444-2034) has been designated as the relocation area for employees and visitors once evacuated, assembled, and accounted for.

The safe relocation area is used during inclement weather or when employees are unable to re-enter the building.

The Coordinator will make requests for vehicles, food, water, etc., through GSD.

Communication Procedures

Communication is critical to the success handling of any disaster, emergency, or incident. The following will be used to ensure that occupants communicate all information effectively.

- All employees will follow the instructions set forth in the guidelines that accompany this plan.
- Employees are expected to communicate directly with the Coordinator in regards to potential hazards, blockage in exit routes, or other safety concerns that will hamper evacuation procedures.
- Depending upon the severity of the disasters, emergencies, or incidents:
 - Employees will report information to team members, 911 or 444-3060.
 - Team members will report information to the Coordinator, 911 or 444-3060.
 - Team members may use a communication runner to get an urgent message to emergency personnel. Examples include known location of a victim unable to evacuate due to injury or entrapment, etc.
 - The Secretary of State's Office Communications Director, in conjunction with the GSD-PIO (Public Information Officer) will be responsible for releasing and reporting all information concerning the disaster, emergency, or incident to the appropriate agencies, including the media, etc.
 - All PIOs will coordinate communications with local response agencies.
 - No employee should discuss any aspect of a disaster, emergency, or incident to the media or others unless directed to do so.
 - **Confidentiality of patient information is critical. This information should never be released to anyone during a medical/trauma incident.**
 - The Coordinator, in conjunction with GSD, will work to implement a system by which employees are able to contact family members and others after a disaster, emergency or incident.
 - The team will use, if available, phones and/ or E-mail to communicate important information. If not available the coordinator will assemble the team to work through the building and inform the building occupants.

Evacuation of Disabled Employees

The Secretary of State's Office is committed to protecting those employees and visitors who are either permanently or temporarily disabled. Those individuals requiring special assistance with evacuation or other emergency procedures may complete a Request for Assistance Form (Appendix A) and forward it to the Coordinator. They may also contact a team member who will forward the request to the Coordinator. Once this information is received, the Coordinator will, in conjunction with that employee, ensure that the needs of the employee are addressed for safe evacuation and accountability during any disaster, emergency, or incident.

Two disabled person buddies and one alternate will be assigned to assist each employee who has a physical condition that would impede the employee's ability to evacuate the work location. These buddies and the employee will meet on a regular basis to ensure that each is comfortable with and the buddies are properly trained in the procedures and techniques for evacuation, etc., during any disaster, emergency, or incident.

Fire Extinguishers

In all cases the individual will raise the alarm notifying all building occupants. In the event of a fire, Individuals may attempt to control a fire if they are properly trained to do so and the fire is small enough that it will **not cause injury** to them while attempting to extinguish the fire. **Remember** if at any time you feel that the fire extinguisher will not be effective, **STOP** extinguishment and evacuate to the assembly area immediately.

Other Trained Occupants

Any occupant who by way of related training can provide assistance during a disaster, emergency, or incident will take appropriate action in the following order:

- Evacuate;
- Assemble;
- Account; and
- Report to the Coordinator.

The Coordinator will organize these individuals into a group within the assembly area to provide assistance if needed.

Examples of related training would be:

- Community Emergency Response Team (CERT)
- Red Cross/American Heart Association
- Law enforcement
- Traffic control
- First responders

Automated External Defibrillators (AED)

An AED is available on the 1st floor in the security officer's area and also on the 2nd floor next to room 202 on the east side of the Rotunda. AEDs are part of the State of Montana Capitol Complex AED plan. Only those employees who are trained may deploy and AED to a medical incident that may require its use.

Training

The Coordinator, in conjunction with GSD, will establish an ongoing training program as well as track training that members and others have received pertinent to this EAP. Training will be ongoing and on an as-needed basis. The training will consist of the following but is not limited to:

- B.E.A.T. orientation
- Member roles and responsibilities specific to the duties performed
- Specific training regarding threats, hazards, and protective action
- Communication
- Basic first aid
- CPR/AED
- Assembly, accountability, and safe relocation training/walkthrough
- Fire extinguisher
- Shelter-in-place
- Lockdown
- Hazardous materials awareness
- WMD awareness
- Location and use of common emergency and first-aid equipment
- Evacuation procedures for the disabled

The above training may not be mandatory for every employee. The Coordinator will perform this training in conjunction with GSD as well as local emergency response agencies.

For further assistance with emergency evacuation procedures, etc., the following individuals may be contacted:

Tryna Pennington, Building Coordinator 444-5829
Jean Branscum, Back-up coordinator 444-5596
Joe DeFilippis, SOS Safety Coordinator 444-5373

APPENDIX A

REQUEST FOR ASSISTANCE FORM

This Request For Assistance Form is offered to all employees within SOS Annex Building and is intended for use in identifying any employee who needs personal assistance to evacuate the building if the need arises in the event of an emergency.

If you need assistance to evacuate the building during an actual or drill situation, please fill out the form below and individual(s) will be assigned from the team to assist you.

If you have any questions please call:

Tryna Pennington, Annex Building Coordinator 444-5829

Jean Branscum, Back-up Coordinator 444-5596

Joe DeFilippis, SOS Safety Coordinator 444-5373

Please send this form to:

Tryna Pennington

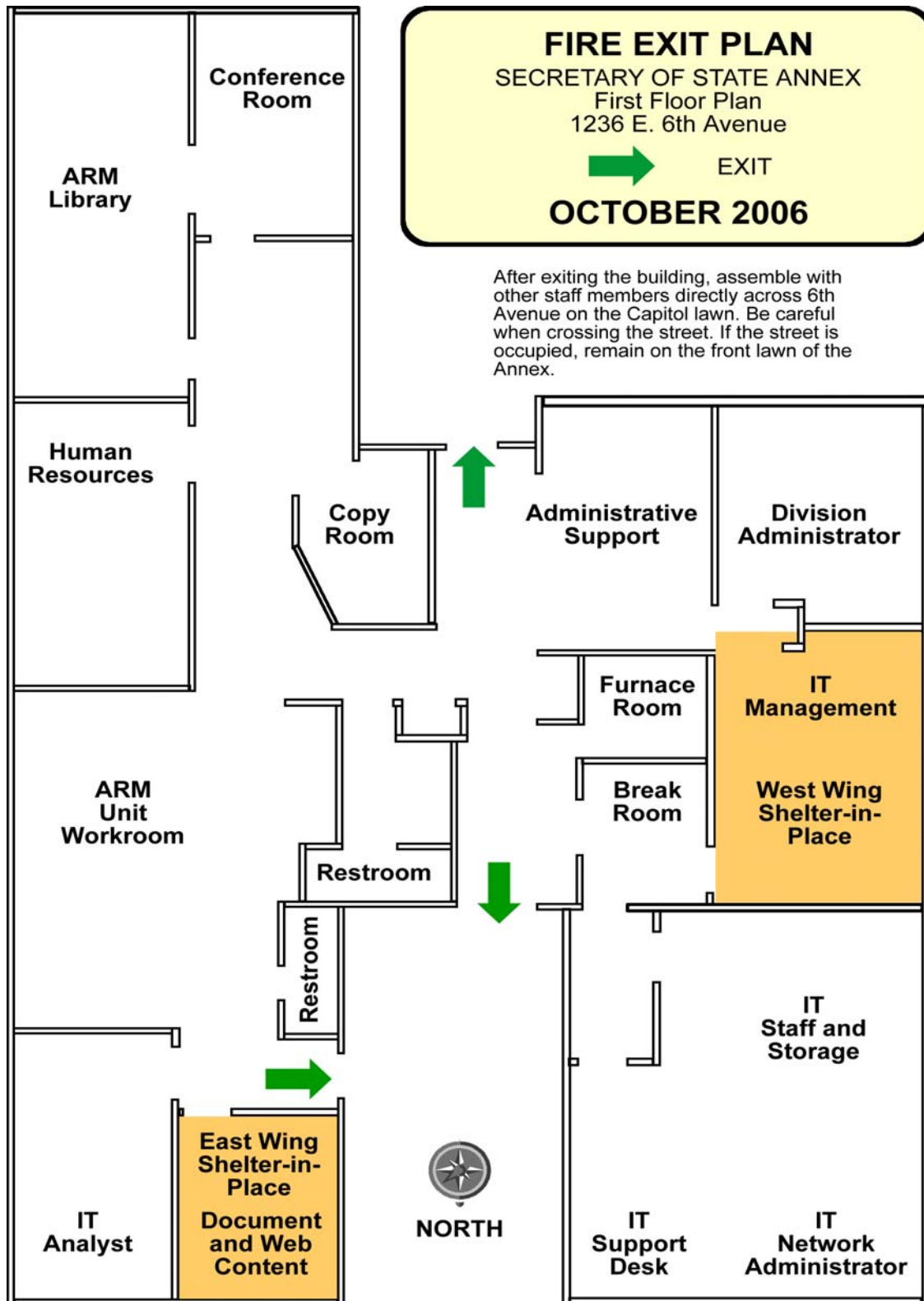
ASSISTANCE REQUEST

NAME: _____

WORK LOCATION / ROOM NO. _____

TYPE OF ASSISTANCE NEEDED: _____

APPENDIX B



All occupants of the building should be familiar with the exit map posted in the building

APPENDIX C

EARTHQUAKE GUIDELINE

The following Earthquake Guideline has been developed by the Department of Administration, General Services Division (GSD), in conjunction with local, state and federal emergency management resources for the State of Montana Capitol Complex.

WHAT TO DO... During & After an Earthquake

You Are in a Building:

- 1 Remain calm and **DROP** to the floor. If you are in a wheelchair, stay in it, move to safe cover if possible, lock your wheels, and protect your head with your arms.
- 2 Take **COVER** under a sturdy desk or table. If this is not possible, take cover against an interior wall and protect your head and neck with your arms. (Do not take cover near windows, mirrors or other heavy objects. Avoid hanging objects, exterior walls and heavy items on wheels.)
- 3 After taking cover, **HOLD ON** to the desk or table and be prepared to move with it during the shaking.
- 4
 - **DO NOT** travel long distances to drop, cover and hold on. Minimize your movement to a few steps.
 - **DO NOT** pull the fire alarm.
 - **DO NOT** run for exits or use elevators.
 - **DO NOT** light candles, matches or lighters. These may ignite an explosion if there is a gas leak.
- 5 **EVACUATE:** Once the shaking stops, exit the building via the safest route. **Do expect aftershocks** and watch for possible dangers such as falling plaster, broken glass, etc. Be aware of **fire or fire hazards** which could impede your evacuation.
- 6 **ASSEMBLE:** Once outside the building move to a safe assembly site away from building and any potential threats or dangers such as downed power lines, etc. In the assembly area, all evacuees will be accounted for to assist responders.
- 7 **INJURED/TRAPPED:**
 - If immediate rescue is not possible, use a whistle or tap on a pipe, floor, or wall which may help responders to locate you.
 - Put something over your mouth and nose to protect your airway.
- 8 **DO NOT RE-ENTER THE BUILDING FOR ANY REASON.** Local emergency responders or General Services Division personnel will advise when or if it is safe to return.

You Are Outdoors:

- 1 **GET INTO THE OPEN** away from buildings, overhead power lines, chimneys, trees, street lights, and anything else that might fall on you. (If forced to remain near a building, crouch down and cover your head.)
- 2 **ASSEMBLE:** When shaking stops, move to a safe assembly site away from the building and any potential threats of dangers such as downed power lines, etc.

You Are Driving a Vehicle:

- 1 **MOVE YOUR CAR** as far out of traffic as possible and stop. **DO NOT** stop on or under a bridge, overpass, or under trees, light posts, overhead power lines, or signs.
- 2 **STAY INSIDE YOUR CAR** until the shaking stops.
- 3 When you resume driving, **WATCH CLOSELY FOR HAZARDS** such as breaks in the pavement, fallen rocks, and damaged bridges or overpasses, etc.

APPENDIX D

SUSPICIOUS ENVELOPE OR PACKAGE GUIDELINES

The following Suspicious Envelope or Package Guideline has been developed by the Department of Administration, General Services Division (GSD), in conjunction with local, state and federal emergency management resources for the State of Montana Capitol Complex.

SOME IDENTIFYING CHARACTERISTICS

Inappropriate or Unusual Labeling

- ▶ Strange or no return address
- ▶ Excessive postage
- ▶ Handwritten or poorly typed addresses
- ▶ Misspellings of common words
- ▶ Incorrect title(s) or title without a name
- ▶ Not addressed to a specific person
- ▶ Marked with restrictions such as “personal, confidential, or do not x-ray”
- ▶ Marked with any threatening language
- ▶ Postmarked from a city or state that does not match the return address

Appearance Powdery substance felt through or appearing on the envelope or package

- ▶ Oily stains, discoloration, or strange odor
- ▶ Lopsided or uneven envelope
- ▶ Excessive packaging material such as masking tape, string, etc.

Other Suspicious Signs

- ▶ Excessive weight, ticking sound, protruding wires or aluminum foil

WHAT TO DO... if you receive an opened or unopened envelope or package that you believe to be suspicious:

- 1** Remain calm. Agencies in the Helena area must immediately **call General Services Division at 444-3060**. Agencies outside of Helena must contact their local law enforcement.
- 2** **Do not remove the suspicious envelope or package from the point of discovery. Do not carry the envelope or package, show it to others or allow others to examine it.**
- 3** Do not shake or empty the contents of the envelope or package.
- 4** Put the envelope or package down on a stable surface; do not sniff, touch, taste, or look closely at it or any contents which may have spilled. (If possible, gently cover the item with a trash can, box, etc.).
- 5** Alert others in the area about the item. Leave the area, close all doors and take action to prevent others from entering the area.
- 6** Wash hands immediately with soap and water to prevent spreading potentially infectious materials. Seek additional instructions from GSD and/or local responders for exposed or potentially exposed persons.
- 7** Make a list of persons who handled the item and/or may have been in the room/area when it was discovered.

APPENDIX E

BOMB THREAT & EXPLOSION GUIDELINE

The following Guideline has been developed by the Dept. Administration, General Services Division, in conjunction with local, state and federal emergency management resources for the State of Montana Capitol Complex.

A bomb threat exists when a suspected bomb or explosive device has been reported, but not located. A bomb emergency exists if a bomb has been located, or an explosion has occurred.

Phoned Bomb Threat:

- 1 If you receive a phoned bomb threat, use the checklist ***located in the back of the State Government Telephone Directory.*** **Do not hang up on the caller for any reason.**
- 2 Signal to someone (by a prearranged signal) to **call 911 and GSD at 444-3060.* They should initiate the Building's Emergency Action Plan by contacting a Building Emergency Action Team (B.E.A.T.) member.**
- 3 Do not use radio or cell phone communications. Do not pull the fire alarm.
- 4 The team coordinator will alert other team members to start an evacuation of the building. All employees and visitor will be assembled at a safe distance and location away from the building.
- 5 No one will re-enter the building until it has been cleared by local emergency responders and GSD.

Suspected Bomb:

DO NOT TOUCH, MOVE, OR IN ANY WAY HANDLE a package, box, briefcase, etc., that you suspect may contain an explosive device.

Do not use radio or cell phone communications. Do not pull the fire alarm.

Call 9-1-1 and GSD at 444-3060. Initiate your building's Emergency Action Plan and contact the B.E.A.T. coordinator.

The B.E.A.T. coordinator will alert the team members to start an evacuation of the building. All employees and visitors will be assembled at a safe distance in a location away from the building.

Explosion:

DROP, COVER, AND HOLD. Take cover against your desk or a sturdy table.

Initiate your building's Emergency Action Plan. B.E.A.T. members will assist you with exiting the building as quickly and calmly as possible. **Do not use the elevators.**

Be prepared for fire and other hazards as you evacuate. If there is a fire, keep low to the ground. If possible, use a wet cloth to cover your nose and mouth. Use the back of your hand to feel the upper, lower, and middle parts of closed doors. If the door is not hot, brace yourself against it and open slowly. If the door is hot, do not open it. Look for another way out. Be familiar with your primary and secondary egress routes.

If you are trapped, find something to signal your location to rescuers (flashlight, whistle, tap on the floor, pipes, etc.). Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.